

## Draft Minutes

**Mason County Historic Preservation Commission**  
**June 8, 2023**  
**Mason County Department of Health Meeting Room**  
**415 N. 6<sup>th</sup> Street**  
**Shelton, WA 98584**

**Members Present:** Ed Huber, Caleb Cowles, Dave Dally, and Bill Jensen,

**Excused:** Jan Goodpaster

**County Staff:** Luke Viscusi and Mariah Frazier

### **I. Call to order**

*Roll Call-* Mr. Huber called the meeting to order at 2:03p.m.

*Review and Approve Minutes from May 11, 2023* – Mr. Cowles made a motion to approve the May 11, 2023, minutes as presented. Mr. Dally seconded the motion. All in favor, motion carried.

*Correspondence-*

- McReavy House 2023 Heritage Grant Completion Report

### **II. New Business**

*Announcements/Check In* – Mr. Viscusi said everyone was invited to an open house picnic at McReavy house on Sunday, June 11 at 1pm. He also stated the MCHS Car Show would be August 27<sup>th</sup> and asked Mr. Dally to give an update. Mr. Dally said the Downtown Merchants stepped up to help organize the event after it had been announced that they wouldn't be hosting one this year.

*2023 Heritage Grant Final Reports*– McReavy House and Peninsular Railway and Lumberman's Museum turned in their completion reports for the 2023 Heritage Grant Cycle. The report for McReavy House was discussed first. There was discussion about asking for photos to add to the record, but there were no concerns with approving and reimbursing funds. Mr. Cowles made a motion to approve and reimburse the Heritage Grant for McReavy House in the amount of \$5,000. Motion was seconded by Mr. Jensen. All in favor, motion carried.

They then discussed Peninsular Railway's completion report and had no questions or concerns. Mr. Daly made a motion to approve and reimburse the Heritage Grant for Peninsular Railway and Lumberman's Museum in the amount of \$2,000. Motion was seconded by Mr. Cowles. All in favor, motion carried.

*Preliminary Budget Discussion*– In the previous meeting, Kathy had presented her estimated revenue for 2024 at \$16,000. Keeping that as a base budget members discussed the different funds and amounts. The main conversation revolved around keeping the Heritage Grant fund as high as possible. To do this, members looked at the last several

years of budgets and what funds they had and hadn't used. It was discussed to lower the printing fund to \$1,000 and to cut the miscellaneous fund in half. The other half of the miscellaneous fund would be put directly towards the Heritage Grant. After some math of the base budget of \$16,000, the remaining amount for the Heritage Grant fund would be \$8,525.

Members then discussed if they wanted to dip into the cash reserve to supplement the Heritage Grant for 2024. With a cash reserve of approximately \$80,000, Mr. Dally stated he would rather see the money be put back into the community, to which everyone seemed to agree. Therefore, it was decided to keep the Heritage Grant Fund at \$25,000 for 2024, using \$16,475 from the cash reserve.

<b>2024 Preliminary Budget</b>		
<b>FUND</b>	<b>2023</b>	<b>Proposed 2024</b>
State Auditor	\$75	\$75
Heritage Grant	\$25,000	\$25,000
Surveys/Studies	-	-
Advertising	\$600	\$600
Postage	\$100	\$100
Travel	\$500	\$500
Printing	\$1,500	\$1,000
Registration	\$1,200	\$1,200
Miscellaneous	\$8,250	\$4,125
City of Shelton Agreement	\$4,000	\$4,000
<b>Total:</b>	<b>\$41,225</b>	<b>\$36,600</b>

*Other (if Any)* – Mr. Viscusi reminded everyone of the upcoming free NAPC webinar and encouraged anyone interested to attend.

**Old Business**

*2022 Heritage Grant Final Report* – The Great Peninsula Conservancy provided updated receipts for their completion report as requested. Mr. Dally made a motion to approve and reimburse the Great Peninsula Conservancy in the amount of \$1,998.86. Motion was seconded by Mr. Jensen. All in favor, motion carried.

*HPC Vacancies Update* – Mr. Viscusi stated the BOCC had granted the exception under MCC 17.40.130.B(2) to allow Mr. Cowles to remain on the HPC. Mr. Viscusi also mentioned that the BOCC would be interviewing Andrea, who applied, on Monday at 10am if anyone wanted to listen in.

*Special Tax Valuation Update* – Mr. Viscusi mentioned the information discussed previously had been updated to the website.

*Plaque Program Application Discussion (if any)* – Mr. Viscusi said he had not yet reached out to the applicants of Old Mill House to get more information.

Mr. Cowles had found some old photos of the Craddick House which the owner would not have access to and helped illustrate some of the additions. He also verified it was built in 1923. The additional information was added to the application for review.

*Other (if any)* – Mr. Viscusi and Mr. Cowles reported back on their attendance at the Cultural Resources Summit. They mentioned some of their favorite presentations and encouraged others to attend next year.

**III. Other Commission Discussion**

*Financial Statement-* HPC reviewed the statement for June 2023. Mr. Viscusi asked if anyone knew what the charge for \$264.66 from Miscellaneous fund was for. No one knew so Mr. Viscusi said he would check with Kathy. Mr. Cowles made a motion to accept, seconded by Mr. Dally. All in favor, motion carried.

**IV. Next Meeting Date: July 13, 2023**

**V. Adjournment**

At 3:35 p.m. Mr. Huber called the meeting adjourned.